

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

June 18, 2008

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TITLE:	Auditor
POSITION NO:	08040
LOCATION:	Quality Assurance Division, Helena
STATUS:	Full-Time/Permanent
UNION:	MPEA
PAY GRADE:	Pay Plan 20, Pay Band 6
STARTING SALARY:	\$33,852 - \$42,315 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, July 2, 2008.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: Travel throughout Montana may be extensive (30%). The position requires a valid Montana driver's license and access to a vehicle. The successful applicant will be required to sign a Driving Release Record Form.

TRAINING ASSIGNMENT: If there are not a sufficient number of qualified applicants, a training assignment may be considered. In order to be eligible for a training assignment, applicants must possess the required education and be short no more than one year of the required experience. Salary depends on education and experience.

TYPICAL DUTIES: This position performs internal audits of the department, financial and compliance audits of governmental and non-profit organizations that contract with the department to provide services under various federal and state programs, and other assigned audit projects. Specific duties include planning for the audit by reviewing pertinent documents and establishing audit objectives; obtaining crucial audit documentation; analyzing and evaluating evidentiary data as a basis for an informed, objective opinion; analyzing transactions, records and reports for compliance with applicable federal and state regulations; preparing work papers that record and summarize audit data, drafting the audit report in accordance with

auditing standards; and conducting the exit conference to explain audit results.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of generally accepted accounting principles; generally accepted auditing standards; and internal auditing; generally accepted attestation standards, and fraud investigation techniques; state and federal rules and regulations; and spreadsheet and word processing software, as well as database queries.

Skills: Skill in applying the above knowledge to complex audit situations, using initiative and judgment in designing audit procedures and good communication; analytic evaluation in the use of complex financial and programmatic processes are essential; and computer and calculator.

Abilities: Ability to understand and apply federal and state laws and regulations and contractual requirements; interpret and apply accounting and auditing standards to assess audit risk; identify accounting problems and indications of fraud, make decisions and communicate effectively; plan and meet deadlines; coordinate and review the work of assistants as a lead auditor; testify in hearings and in court; be flexible to perform different types of audit projects; and establish and maintain effective working relationship with management and employees, other agency personnel, private accountants, auditees, and the public.

EDUCATION/EXPERIENCE REQUIRED: A Bachelor's degree in accounting or related field (business administration, finance, etc.) **AND** two years of job-related work experience, including accounting systems, especially SABHRS **OR** Master's degree in same fields **AND** one year experience. CPA is preferred and may substitute for one year of the required experience.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;

3. Photocopy of transcripts for any coursework at a college or technical school. (**Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604; and
4. Supplemental question.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTION

Department of Public Health and Human Services
Title: Auditor
Position: #08040
Location: Quality Assurance Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to this supplemental question must be printed clearly or typed on standard 8.5 x 11 inch paper. Your response should be clear, concise and numbered. Since your response will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTION

NOTE: Your answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, your answer may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please describe your auditing and/or accounting experience in detail. Include the types and scope of audits performed and the types of reports issued. Include the types of accounting functions performed, the types of financial statements or reports issue, and any federal grants involved. The answer must be specific to dates and employers. Limit your answer to two 8 ½ x 11" pages.